

**EMERGENCY SERVICES DIVISION**  
**PROCEDURE**  
**BROOKHAVEN NATIONAL LABORATORY**

Procedure No. EP-SOP-11.1

Revision No. 2

Page 1 of 5

**Procedure Title: EMERGENCY OPERATIONS FACILITY (EOF) ACTIVATION**

**1.0 PURPOSE**

1.1 To describe the steps used to activate the Emergency Operations Facility (EOF).

1.2 To describe the requirements to maintain the EOF in a state of readiness.

**2.0 RESPONSIBILITIES**

2.1 The Emergency Planning Group will maintain the EOF in a state of readiness.

2.2 The first person to arrive at the EOF will complete the appropriate portions of the EOF Activation Checklist as provided in Attachment 1.

**3.0 DEFINITIONS**

None

**PREPARED BY:**

K. Krasner

Author/Date

Filing Code:  
EP54SR.01

**REVIEWED BY:**

T. Kneitel

Date

J. Vaz

Division QAC/Date

**APPROVED BY:**

F. Marotta

Division Head / Date

**EFFECTIVE DATE:**

Review Cycle:

**EMERGENCY SERVICES DIVISION PROCEDURE  
BROOKHAVEN NATIONAL LABORATORY**

Procedure No. EP-SOP-11.1

Revision No. 2

**Procedure Title: Emergency Operations Facility (EOF) Activation**

Page 2 of 5

**4.0 PREREQUISITES**

- 4.1 An Alert, Site Area Emergency or General Emergency has been declared or;
- 4.2 Activation of the Emergency Operations Facility (EOF) has been called for by the LES or Incident Commander.

**5.0 PRECAUTIONS**

**5.1 Equipment failure notification**

- 5.1.1 Report any missing or malfunctioning equipment in the EOF immediately to the Emergency Planning Group.

**5.2 Loss of Power**

- 5.2.1 If there is a loss of power during the activation and operation of the EOF an uninterruptible power supply will provide battery power. A back up emergency generator will automatically come on to provide for normal building loads. If it does not, call Maintenance Management at Ext. 2468 or Shift Site Supervisor at 4174, 4284 or voice pager 0519.

**5.3 Telephone switching system failure**

- 5.3.1 In the event of a failure in the telephone switching system, several POTS (plain old telephone service) phones are available which bypass the BNL telephone switch.

**5.4 EOF Uninhabitable**

- 5.4.1 In the event that the EOF becomes uninhabitable, the emergency management team will require the relocation of selected EOF staff to the Alternate EOF (Bldg. 51).

**6.0 PROCEDURE**

- 6.1 Depending on the number of arriving personnel, perform steps concurrently to minimize activation time. Utilize EOF Activation Checklist (Attachment 1).
- 6.2 The Emergency Planning Group will ensure that the EOF is in a state of readiness by completing the EOF Readiness Checklist Weekly (Attachment 2).
- 6.3 The following records shall be maintained in accordance with the Records Management Subject Area:
  - 6.3.1 Attachment 2 – Emergency Operations Facility Readiness Checklist

**EMERGENCY SERVICES DIVISION PROCEDURE  
BROOKHAVEN NATIONAL LABORATORY**

Procedure No. EP-SOP-11.1

Revision No. 2

**Procedure Title: Emergency Operations Facility (EOF) Activation**

Page 3 of 5

**7.0 IMPLEMENTATION AND TRAINING**

7.1 This procedure is implemented by posting it to the Emergency Planning Group Web Pages

7.2 Training on changes to this procedure is conducted via email notification to affected employees

7.3 The Web based training program for the Emergency Response Organization is modified as required.

**8.0 REFERENCES**

8.1 BNL Emergency Plan

**9.0 ATTACHMENTS**

9.1 Attachment 1 – Emergency Operations Facility Activation Checklist

9.2 Attachment 2 – Emergency Operations Facility Readiness Checklist

**EMERGENCY SERVICES DIVISION PROCEDURE  
BROOKHAVEN NATIONAL LABORATORY**

Procedure No. EP-SOP-11.1

Revision No. 2

Procedure Title: Emergency Operations Facility (EOF) Activation

Page 4 of 5

**ATTACHMENT 1**

**EMERGENCY OPERATIONS FACILITY (EOF) ACTIVATION CHECKLIST**

- 1) \_\_\_\_\_ Test all phones for dial tone.
- 2) \_\_\_\_\_ Specifically test EOF/MASC hotline (ring-down) phone and verify operational with call back.
- 3) \_\_\_\_\_ Ensure minimum staffing requirements which are:
  - Crisis Manager
  - Laboratory Emergency Supervisor
  - Emergency Planning Advisor
  - Public Affairs Manager
  - Radiological/Toxic Emergency Coordinator
  - Emergency Office Staff
  - Tactical Operations Center Commander
  - Communications Officer
  - Crisis Negotiation Team (if necessary)
- 4) \_\_\_\_\_ If necessary, turn on outside lights at breakers 24 and 26 on electrical panel NP in Utility Room

Procedure No. EP-SOP-11.1

Revision No. 2

Page 5 of 5

**Procedure Title: Emergency Operations Facility (EOF)Activation**

## ATTACHMENT 2

## EOF READINESS CHECKLIST

1. All lights operational
2. All computers on and operational
3. Status board in place and clean
4. Supplies and equipment laid out on tables
5. Supply cabinet secured
6. Bathroom ready
7. Kitchen ready
8. Trash empty
9. Walkway clean
10. Plectron on and ready to receive messages
11. Radio transmitter on and operational
12. NAWAS phone operational
13. All phones have dial tone/headsets available
14. Procedure books contain latest revisions

[illegible]